

**BROKEN ARROW CONVENTION AND VISITORS' BUREAU  
MEETING MINUTES  
Wednesday, May 16, 2007**

**The Broken Arrow Convention and Visitors' Bureau met in regular session in the City Hall Conference Room, on Wednesday, May 16, 2007, at 2:00 pm.**

**1. Call to Order**

Chairwoman Patsy Terry called the meeting to order at 2:05 pm.

**2. Roll call**

**Convention and Visitors' Bureau Board**

<b>Present:</b>	Patsy Terry, Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman
<b>Absent:</b>	

**City Staff**

<b>Present:</b>	Lori Hill, David Blue
<b>Absent:</b>	

**Guests**

	Brent Wheeler
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Russell Parker entered the meeting at the noted time of 2:07 pm

**3. General CVB Business**

- a. Approval of March 12 and April 9, 2007 CVB meeting minutes

<b>Motion:</b>	<b>Move to approve minutes</b>
<b>Motion by:</b>	Jo Ellen Clow
<b>Second:</b>	LaTonya Cundiff
<b>Ayes:</b>	Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	None

- b. Consideration, discussion and possible approval of *Explore Broken Arrow*, including presentation by Brent Wheeler**

Mr. Brent Wheeler with InVision Productions presented a proposal for *Explore Broken Arrow* channel.

<b>Motion:</b>	<b>Move to consider and continue at the June CVB meeting</b>
<b>Motion by:</b>	Jeff Hartman
<b>Second:</b>	Jo Ellen Clow
<b>Ayes:</b>	Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	None

**c. Consideration, discussion and possible approval of event ideas, including a presentation by David Blue.**

Mr. David Blue, City of Broken Arrow Events Coordinator, presented information on past special events offered to the City.

**No action required**

**d. Consideration, discussion and possible approval of FYTD Grant Requests.**

Chairwoman Terry introduced the item. Ms. Hill provided background on the Broken Arrow Girl's Softball League (BAGSL).

<b>Motion:</b>	<b>Move to deny grant request from the BAGSL pending further itemized information</b>
<b>Motion by:</b>	Russell Parker
<b>Second:</b>	LaTonya Cundiff
<b>Ayes:</b>	Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	

**e. Consideration, discussion and possible approval of tear sheet/folded map.**

Chairwoman Terry introduced the item. Ms. Hill provided background on Green Country Marketing Association tear sheet/fold maps.

<b>Motion:</b>	<b>Move to approve \$2,000.00 for tear sheet maps</b>
<b>Motion by:</b>	Patsy Terry
<b>Second:</b>	Jo Ellen Clow
<b>Ayes:</b>	Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	

**f. Consideration, discussion and possible approval of purchase of CVB booth and banner.**

Chairwoman Terry introduced the item. Ms. Hill provided background on the display booth and banner stand. Custom Exhibits provided displays of products.

<b>Motion:</b>	<b>Move to purchase (1) 3 x 3B Expressions Snap Pop Up Display and (2) curved banner stands at a cost of approximately \$6,500.00</b>
<b>Motion by:</b>	Russell Parker
<b>Second:</b>	LaTonya Cundiff
<b>Ayes:</b>	Jo Ellen Clow, LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	

Jo Ellen Clow left the meeting at the noted time of 3:25 p.m.

#### **4. Tourism Director's Report including updates on the following:**

- a. Updated FYTD Budget**
- b. Updated Hotel/Motel Tax Receipt**

Ms. Hill provided CVB members with a copy of the *Destination Leadership for Boards* manual. Ms. Hill requested the manual be returned to the CVB when a member leaves the board.

Ms. Hill provided CVB members with a copy of the state travel department Tourism Buzz meeting book.

Ms. Hill also discussed the possibility of McDonald's Restaurant providing tray liners promoting "Tuesdays in the Park" event. The liners would be similar to the liners used to prompt the "Rooster Days" festival.

Ms. Hill provided copies of the advertisements previously approved by the CVB.

Discussion was held regarding procedure of approving advertising costs going forward.

#### **5. Remarks and inquiries from CVB members**

Discussion was held regarding rescheduling the June meeting to coincide with the CVB and City Council Joint Meeting. The CVB agreed to reschedule the meeting for June 4, 2007 at 3:30 p.m.

<b>Motion:</b>	<b>Move to reschedule the June meeting</b>
<b>Motion by:</b>	Patsy Terry
<b>Second:</b>	Russell Parker
<b>Ayes:</b>	LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	

This motion has been reviewed by the City Attorney's office and has been determined invalid. Any vote taken in regards to said motion is invalid.

## 6. Adjournment

<b>Motion:</b>	<b>Move to adjourn</b>
<b>Motion by:</b>	LaTonya Cundiff
<b>Second:</b>	Patsy Terry
<b>Ayes:</b>	LaTonya Cundiff, Jeff Hartman, Russell Parker, Patsy Terry
<b>Nays:</b>	

**The meeting adjourned at the noted time of 3:40 p.m.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_